CITY OF RENO

DOWNTOWN POLICE SPECIAL ASSESSMENT DISTRICT ADVISORY COMMITTEE

MINUTES May 21, 2014

Members

Darrell Clifton, Chairman (328.9398, Fax 328.9278, DClifton@circusreno.com)

Dave Bennett, Vice Chairman (325.7394, dbennett@silverlegacy.com)

Deputy Chief Tom Robinson (334.2197, Fax 334.3890, robinsont@reno.gov)

Lieutenant Amy Newman (657.4613, Fax 334.3890, newmana@reno.gov)

Steve Foster (786.5700, fosters@eldoradoreno.com)

Jim Gallaway (852.0250, jimgallaway@hotmail.com)

Larry Garrison (788.2743, lgarrison@caesars.com)

Greg Landrus (323.4554, Fax 323.4589, gnlandrus@yahoo.com)

Randy Riley (788.2725, rariley@caesars.com)

Chief Marshal Justin Roper (334.1254, Fax 334.1260, roperj@reno.gov)

I. ROLL CALL

Chairman Darrell Clifton called the meeting to order and requested a roll call.

Committee Members Present: Vice Chairman Dave Bennett, Chairman Darrell Clifton, Steve Foster, Jim Gallaway, Larry Garrison, Greg Landrus, Lieutenant Amy Newman, Randy Riley, Deputy Chief Tom Robinson, and Chief Marshal Justin Roper.

Also Present: Sergeant Brian Dye, Sergeant Dan Thompson, Council Member Jenny Brekhus, Alexis Hill, and Deputy City Attorney Rob Bony.

Absent: None.

Chairman Clifton verified that there was a quorum. This was confirmed. Chairman Clifton informed the group that last month we did not have a quorum and agenda items had to be carried over to this month.

II. PUBLIC COMMENT – This item is for either public comment on any action item or for any general public comment.

Chairman Clifton inquired if there was public comment. There was none.

III. APPROVAL OF MINUTES (For Possible Action) – March 19, 2014.

Chairman Clifton inquired if there was a motion to approve the minutes from the March 19 meeting. Jim Gallaway made the motion and Greg Landrus seconded. There being no opposition, the minutes were approved.

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IV. MEMBERS AND STAFF REPORTS (The items in this section are not for action and if action is desired the item will be placed on a future agenda and designated "For Possible Action.")

A. Chairman Report - Chairman Darrell Clifton

• Update on the progress of the Regional Alliance for Downtown (RAD).

Chairman Clifton informed the group that RAD had nominated Par Tolles to be their representative to this committee. He will be completing his application and turning it in. Par Tolles is from Basin Street Properties and he presented the special assessment district expansion to City Council.

Chairman Clifton informed the group that the RAD Safe and Clean Committee is still working on the Good Neighbor Agreement and are putting together Block Captains. The Block Captains will meet with the Safe and Clean Committee now. If anyone wants to be a Block Captain they should attend the Safe and Clean Committee Meeting.

Chairman Clifton informed the group that the RAD Life and Culture Committee approached Circus Circus with an idea of a mural contest on the Virginia Street side. This is going ahead following some legal stuff and will be announced in a month that it will be on July 13. This will be a 24 hour contest where 6-7 artists paint different murals on the side of the building and then they are judged. They are trying to get Red Bull as a sponsor.

There are several events coming up. This weekend is the Jam-on-It basketball group followed by Hot August Nights Spring Revival and then Street Vibrations.

B. Police Report – Deputy Chief Tom Robinson, Lieutenant Amy Newman, Sergeant Brian Dye, Sergeant Dan Thompson

- Update on solutions and on-going enforcement at special assessment district locations.
- Review, explanation, and discussion of three month downtown area comparison statistics.
- Identification of future Police Report agenda items.

Sergeant Dye informed the group that they ran a couple of operations. The breakdown in April included: 7 arrests, 1 citation mostly for pan handling and open container. One May operation included: 7 arrests and 7 citations for solicitation, open container, PCS marijuana/drug paraphernalia, and sex offender failure to register. The other May operation included: 5 arrests and 1 citation for open container and marijuana possession. The final operation was a warrant sweep resulting in 5 warrant arrests from some of the surrounding motels. From the report stats on the second page, there was an increase in officer initiated activity downtown. Last year, we had 4600 and this year, we are at 6300. For the Downtown Enforcement Team, they did 1050 and this year, are at 1500. Traffic stops went down due to the weather. Subject stops went up from 550 to 760. Parking citations went up from 84 to 141.

Sergeant Thompson informed the group that they have been working with Steve Hardesty regarding the expansion. He is preparing a document binder with block to block descriptions of those in the expansion. Once they have this, they will be coordinating a neighborhood contact with the expansion. They have also been

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meeting with Alex Woodley and they have a tentative plan to coordinate a meeting with the new owners in the district to present the services provided in the expansion. Chairman Clifton requested that they invite new owners to this meeting. They created a flyer with the help of the Montage that shows the priority of services versus 911. This will be passed out to new owners along with a survey. It is unknown what will be asked on the survey at this point. Mr. Gallaway inquired if this was part of New Business 2 on this agenda. It was thought that it could be.

Sergeant Dye informed the group that they held the test for the unit since they have several people cycling back to patrol. They will be replacing those leaving with good people. Currently, they have the bike school going on with 3 officers from Reno participating.

Council Member Brekhus inquired about the walking program. Sergeant Thompson informed the group that the walking program was an overtime assignment with 4 officers participating 1 time per week based on shift. It varies from Thursday to Sunday and they have tried to coordinate this with major events in the downtown corridor. Statistically, they are averaging 180 citizen contacts and 20-30 business contacts for meet and greet. It has been very successful with good feedback. The officers are enjoying this assignment. Council Member Brekhus inquired why the decision was made to fund this with overtime. Deputy Chief Robinson informed the group that police still have to fill all of the other beats to make sure they are staffed. In order to get these foot patrols going without it impacting the other areas of town this is how it will be. It was discussed that we like having the bikes downtown because they are mobile. The foot patrol does not want to impact the operations that the bike team is doing either. Foot patrols are there to enhance what is being done and to create another method of interaction downtown. It will also complement some of the future programs of Walk and Clean, and Community Service and Safety Team (CSAST). Council Member Brekhus inquired about the University of Nevada/Reno volunteers. Deputy Chief Robinson informed the group that there were a couple of different programs that make this confusing. One is the volunteer program where we are using students from UNR. This isn't necessarily an internship. We take student interns and they get credit for it. There is an appetite from some of the students to volunteer and get experience working in our department. Lieutenant Larson is looking at creating a volunteer program that will be separate from everything else. We also are trying to recreate a volunteer reserve pool which would incorporate those who have been through peace officer training but are not officers currently. These will be partnered with an existing officer. This will be used to staff the foot patrol. We anticipate using overtime to continue to fund the foot patrol if we do not build a big enough pool of volunteers. Council Member Brekhus inquired why these would be volunteers. It was discussed that we are choosing this route due to contractual issues, they are free, etc. We had a paid reserve program but when we had to reduce our force the contracted agreement the City had with the police officers union was that if there was a reduction in force, the paid reserve program would be the first to go. It was inquired if these could be restored. Deputy Chief Robinson informed the group that we were still 100 officers below where we were when the layoffs occurred. We would have to go through negotiations to get this back. Chairman Clifton inquired if the special assessment district (SAD) expansion addressed the actual reserve program. Deputy Chief Robinson informed the group that with the SAD expansion we talked about the

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having an added benefit in the SAD. Ours is the bike team but with the expanded district there will be extra income coming into the City that we plan on using to staff the foot patrol program. These funds can be used by the Chief at his discretion as long as it is for operations within the district. We will still do the reserve program but we are unsure how many we will recruit. If we do not get a large enough pool to draw from we will supplement with overtime. It was noted that the extra increment was roughly \$200,000. It was thought that the most effective method would be to do a weekly operation with 4-6 officers. This will get more people out there and fit well with Walk and Clean and the downtown CSAST operations. Council Member Brekhus inquired when the assessments would roll out. Deputy City Attorney Bony informed the group that the ordinance will become effective July 1 and the actual bills are sent out whenever the County Assessor sends out the property tax bills. It was unknown when this was. It was thought that locking in a dollar amount would be good. Deputy Chief Robinson informed the group that so far we have been able to cover the costs with forfeiture funds. Mr. Gallaway informed the group that the assessment is for the fiscal year and will be billed in July for a first payment in August. There are four payments total. Deputy Chief Robinson informed the group that Deputy Chief Venzon is developing the reserve program. The program is being rewritten and then the recruiting will begin. The recruiting has focused so far on retired Reno Police Officers. We will be expanding our search to include any retired law enforcement officer. It was inquired if retired officers in other cities volunteer in this way. This was unknown. This program will be a good way for a recent graduate who hasn't gotten a job yet to maintain certification. Council Member Brekhus encouraged that care be taken regarding unpaid internships.

C. Financial Report & Expenditures/Revenue – Zac Haffner

Review, explanation, and discussion of March and April financial reports.

Mr. Haffner was not present. Chairman Clifton inquired if there were comments on the March or April financials. There were none.

D. Special Events Report – Alexis Hill

 Review, explanation, and discussion of previous and upcoming special events as they apply to the Downtown Police Special Assessment District.

Ms. Hill informed the group of a protest that would occur downtown for GMOs on Saturday but that this should not affect anything since not a lot was going on this weekend. It was inquired if there would be 400 people at the protest. The application shows 300-400 people. It was inquired if their Facebook was getting a lot of hits. Facebook had been checked but was not getting a lot of hits. This is a different group from before. Discussion was held as to where this group came from. Chairman Clifton inquired about expectations for the Street Vibrations Rally. It was thought that since this is a first year event and it was successful in Sparks, they are estimating 7000-8000 people. This event will be two weeks from Friday. Ms. Hill requested that if the group had questions to please let her know.

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V. COUNCIL LIAISON REPORT – Council Member Jenny Brekhus

• Update and discussion of actions taken or being considered by City Council.

(The Council Liaison Report may be taken out of order.)

Council Member Brekhus informed the group that the budget had been adopted. We are a \$160 million budget. Henderson is \$483 million budget. Discussion was held on the city comparisons. Washoe County adopted a \$370 million budget. Council will be discussing the ice skating rink in the next week or two. The big question for downtown currently is will the Virginia Street Bridge go this year or next. Chairman Clifton explained that this committee was informed in March that there is a point where it is too late to start the construction. Mr. Gallaway informed the group that he had heard that it would not happen this year. Council Member Brekhus informed the group that if the bridge could not be started that utility work could and then the question would be what this would look like. There were no questions for Council Member Brekhus.

VI. OLD BUSINESS

- 1. (For Possible Action): Update, discussion, and possible recommendations to City Council relating to the next step in the process involving the increasing or decreasing of the special assessment district assessments, expansion of the special assessment district, increasing of business licensing fees for alcohol, and specifically, where the money should be spent, and any potential changes in the level or kind of service being provided in the special assessment district. [On-going item]
 - Council Member Jenny Brekhus and/or Steve Hardesty

Chairman Clifton thought that this item could be dropped from the agenda. Deputy Chief Robinson made the motion and Mr. Gallaway seconded. There being no opposition, the motion passed.

- **2.** (For Possible Action): Update, discussion, and possible recommendations to City Council regarding parking meters in the downtown corridor. [On-going item]
 - Council Member Jenny Brekhus and/or Kurt Dietrich

Council Member Brekhus inquired if the committee wanted to know the coin amount which goes into the general fund. Chairman Clifton informed the group that we were more interested in the transition. Council Member Brekhus informed the group of a bike messenger who received a ticket from locking a bike to a parking meter on the street side. Chairman Clifton inquired if they were finished installing the meters. Mr. Gallaway informed the group that during a walk-around on Monday there were several meters on Center Street that have not been cut down yet to meet ADA requirements. It was requested that Kurt Dietrich come to the next meeting to discuss the transition and if parking would be enforced. Mr. Gallaway had concerns about the ADA status. It was decided that this item would be left on for another month in hopes of an update from Mr. Dietrich. Council Member Brekhus thought an update on the long range plan would be good since the City was going to purchase more meters as more coin came in.

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3. (For Possible Action): Update, discussion, and potential recommendations to the Director of the Office of Communications and Community Engagement for the City of Reno regarding options for improving the perception of the downtown area. [On-going item]

Chairman Clifton inquired if any had anything on this. Council Member Brekhus inquired if the group had heard the person in Council talking about over-policing during discussion on the special assessment district. Deputy Chief Robinson remembered the comments. This person was invited to this committee's meeting by Council Member Brekhus but was not in attendance. It was thought that this rolls right into the next item on the agenda and that a possible letter should go out letting people know about the committee, when we meet, if there are openings, or a change of bylaws. Downtown has changed and the residents want to be more involved.

4. (For Possible Action): Update, discussion, and potential recommendations to the City Council regarding possible changes to the Reno Municipal Code (RMC) Sec. 2.06.110 as it relates to the Downtown Police Special Assessment District Advisory Committee. [Continued]

Chairman Clifton informed the group that this item has been on hold until the bill goes out and we start talking to those who will be new members. It was requested that this item be eliminated and we work on developing New Business (2) first.

VII. NEW BUSINESS

- 1. (For Possible Action): Acceptance of nominations and election for positions of Chairman and Vice Chairman of the Downtown Police Special Assessment District Advisory Committee.
- Chairman Darrell Clifton

Chairman Clifton informed the group that today we would be electing a Chairman and a Vice Chairman. He noted that he has held the position of Chairman for two years and that it has not been a hardship. He encouraged people to participate. Chairman Clifton nominated Steve Foster for Chairman. Deputy Chief Robinson seconded. There were no other nominations. There being no opposition, Steve Foster was elected Chairman.

At this point, newly elected Chairman Foster took over the meeting.

Chairman Foster requested nominations for Vice Chairman. Deputy Chief Robinson nominated Dave Bennett. Mr. Garrison seconded. There were no additional nominations. There being no opposition, Dave Bennett was re-elected as Vice Chairman.

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2. Discussion of Possible Special Assessment District Welcome Packet.

Mr. Gallaway informed the group that we have discussed informing people as to the benefits of the district. Mr. Gallaway read a short letter to the City Manager from Frank Partlow who is President of the Home Owners Association at the Palladio. The letter discussed the park bench located across from the Palladio where a vagrant had threatened a resident of the Palladio. It was unknown who actually owns the bench whether the Palladio or the City. Mr. Partlow suggested in the letter that he would have the bench removed. In the letter, Mr. Partlow also suggested that a letter be sent to all Reno residents who will be paying the new fees imposed within the downtown special assessment district informing them of the methods of accessing the services that the additional fees imply. Mr. Gallaway suggested that along with the memo, a phone number that gets answered by the same people specifically for those located in the SAD be set up. It was inquired if it would be Steve Hardesty or OCCE putting this packet together. Mr. Gallaway suggested that prior to this packet being sent out it comes to this committee for review. Council Member Brekhus informed the group that Mr. Hardesty was putting together something specific for the Montage. Council Member Brekhus noted that the RMC related to sidewalks details that someone cannot pull something permanent off the sidewalk. Removal should wait until further information is received. It was also suggested to possibly place rails on the benches to keep people from lying down. Deputy Chief Robinson informed the group that Alex Woodley who is the Downtown Revitalization Manager would be exploring this option for all of the downtown benches. Mr. Gallaway inquired who would be putting together this welcome packet. Deputy City Attorney Bony informed the group that at this point in time he would note that the agenda item is for discussion purposes only and we cannot vote or assign any tasks regarding this agenda item. What can happen is that people can have takeaways from this meeting and staff can start doing things but for any type of action this will need to come back as an action item on next month's agenda. Council Member Brekhus informed the group that she has a meeting with the City Manager and the Assistant City Managers monthly and she will suggest that OCCE come up with a one page memo. Deputy City Attorney Bony suggested that OCCE work with the people in the know. Mr. Gallaway suggested that it be an upbeat note of what is going on. Sergeant Thompson informed the group that they are working on a Downtown Enforcement Team (DET) specific email (askdet@reno.gov) so that this can be added to the flyer they will hand out. The phone number was also discussed and suggested that it go to RenoDirect since they know how to send out the assignments for issues. Deputy City Attorney Bony suggested that the caller could identify themselves as a member of the SAD which would bring attention to the item. Mr. Gallaway suggested that information be provided on how to use the new City of Reno app. Currently, there seems to be an issue with the photo capability of the app. A good packet should go out. This item should be on the agenda as an action item. Deputy City Attorney Bony informed the group that this item could be carried forward as a discussion, possible recommendation regarding the special assessment welcome packet.

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- **3.** Welcome to Downtown Security Directors member Steve Foster completing the term of Jerry Daughhetee.
- Chairman Darrell Clifton

Chairman Foster was welcomed to the committee.

VIII. OTHER BUSINESS

1. Identification of agenda items for June 18, 2014, meeting.

(This item is for identification of agenda items and there will be no action taken until such items are listed on future agenda as an action item.)

Chairman Foster inquired if there were additional agenda items for next month. Council Member Brekhus inquired if there were vacancies. There is only the one vacancy to be appointed by RAD. Discussion was held as to the composition of the committee and that the composition had been removed from the bylaws but that the ordinance had not been changed. The ordinance has some outdated language and will be part of the clean up process. There has been a name change from the Downtown Improvement Association and now they are RAD. We are waiting to find out on the composition of the district following the expansion for filling additional vacancies, adding additional members, or incorporating as terms end. It was discussed that we have hopes of getting a member from the hotel community since they are not represented on this board. There has been talk of dropping one of the security director positions in order to accomplish this. Deputy City Attorney Bony encouraged the group to be thoughtful in their approach and to look at the current composition. It would be good to ask if Mr. Hardesty could do a demographic breakdown as to businesses, commercial, casinos, residents, etc. This might be good for guidance. Council Member Brekhus suggested creating the welcome packet to let people know and then see who shows up. Groups work best when they are self-selecting. This will give you the buy-in from the people who truly want to be here. Mr. Gallaway suggested taking the security directors from 3 to 2. Deputy City Attorney Bony would need more information regarding the terms of service as to upcoming vacancies.

IX. NEXT MEETING DATE/LOCATION

Noon, June 18, 2014, at 1 E. 1^{st} Street, (City Hall) 7^{th} Floor, Caucus Room, Reno, NV 89501.

Chairman Foster announced the next meeting date.

X. PUBLIC COMMENT – This item is for general public comment.

Chairman Foster requested any public comment. There was none.

XI. ADJOURNMENT. (For possible Action)

Chairman Foster requested a motion to adjourn. Darrell Clifton made the motion. Chief Marshal Roper seconded. There being no opposition, the meeting was adjourned.

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